

ROUTINE OPERATING PROCEDURES

I. General

A. Warning Point Control Log

Each warning point should maintain a complete and accurate record of daily NAWAS events. Entries should include, but not limited to, the following:

1. Date and time call received.
2. Type of call and summary of message
3. Equipment and/or circuit malfunction
4. Time of reporting malfunction
5. Time malfunction cleared

B. Warning Circuit

1. All locations connected to the National or State circuit hear ALL voice transmissions. To ensure the immediate availability of NAWAS for emergency operations, strict control of the circuit is required at all times.
2. All warning points will continuously monitor the circuit and, when necessary, take immediate action to stop unauthorized use of the circuit.

II. Primary or Alternate State Warning Point

A. Call Sign

"Washington Warning Point" is the call sign when the Primary State Warning Point, Emergency Management, Emergency Operations Center (EOC) is controlling the NAWAS circuits, and "Washington Alternate Warning Point" is the call sign when the Alternate State Warning Point, WSP Yakima Communications Center is controlling the circuits.

B. Receiving Messages from National/Regional Warning Center

Either location responds to a message from National (FOC or FAOC) by lifting up the handset of the telephone labeled "National", pressing the push-to-talk button, and answering "Washington Warning Point" or "Washington Alternate Warning Point". Warning information given on the National Warning System will be copied and immediately relayed to the lowest level exactly as given. The message should be recorded electronically if possible. The time given in the warning text as well as the time the text is received should be logged. When passing information on, both the time in the text as well as the time the message was received should be included. (NOTE: National level traffic will always be stated in ZULU (Greenwich Mean Time).

C. Receiving Messages from Local Primary Warning Points

Responding to a call from one of the local Primary Warning Points is accomplished by picking up the handset of the telephone labeled "State", pressing the push-to-talk button, and answering with the appropriate call sign.

D. Transmitting Messages to Local Primary Warning Points

1. Prior to signaling local Primary Warning Points, be sure that the "bridged" indicator light on the National instrument is not illuminated.
2. Using the telephone labeled "State", press the switch labeled "SIGNAL". All stations will be signaled simultaneously for nine (9) seconds. (To stop the signaling, press the switch labeled "RESET".)
3. Lift handset, press push-to-talk button, identify yourself and state who is to receive the warning message.
 - a. For an "all call" message say:

"This is the Washington (Alternate) Warning Point, all stations standby to receive message."

- b. For "selected" station calls say:

"This is the Washington (Alternate) Warning Point, the following stations (state call sign of each station) are to receive traffic. All other stations not affected or addressed should disregard."

- 4. After message has been transmitted, conduct a roll call of warning points requested to listen ("all" or "selected"). Wait for response from each station. Re-call those stations that did not respond. After roll is completed, sign off by saying: "This is the Washington (Alternate) Warning Point, clear at (state local time)." Contact, via telephone, those stations that did respond to the initial roll call and the re-call.

E. Follow-on Messages

For warning messages, other than those received via ACCESS from NOAA National Weather Service or the Tsunami Warning Centers, type a hard copy on ACCESS and send to those jurisdictions affected or as an All Points Bulletin (APB) as appropriate. See Tab 5, attachment 3 for Weather Service procedures.

F. Warning Point Operator Notes

- 1. Always notify operations/duty officer.
- 2. Always press the button on the handset to talk.
- 3. When National, the State Warning Point, or National Weather Service, Seattle rings on the circuit, all stations on NAWAS should ring and the visual indicator light will be illuminated until the handset is lifted.

III. Local Warning Points

A. NAWAS Equipment

Each local Primary and Duplicate Warning Point is equipped with the NAWAS telephone instrument from Comlabs, Inc. When the system is activated by National, by the State, or the National Weather Service, the telephone instrument will ring for 9 seconds and the visual indicator will be illuminated. The volume of the telephone instrument should be set so that signaling and traffic can be clearly heard and understood at all times.

B. NAWAS Monitoring/Testing

Local Primary Warning Point (PWP) NAWAS terminals are to be monitored on a 24-hour basis. Duplicate Warning Point (DWP) NAWAS terminals may be monitored for less, unless they assume the function as the "primary" warning point. Each NAWAS station is expected to monitor the circuit for voice only page through the telephone's speaker.

Local warning points (primary or duplicate) are required to respond to any "actual" warning messages or tests of the system. Tests normally occur twice per every 24 hours. Should a station not respond to an actual warning message, the emergency management director or warning point supervisor in that jurisdiction will be called by telephone and/or other means if necessary. Non-response to a test will be noted in the log maintained at the State Warning Point (Primary or Alternate). Procedures for conduct of tests are discussed in Tab 3 to this document.

C. Receiving Messages from the State Warning Point

1. Listen for your station call sign to be called for receiving traffic. If call sign is not called you will be told to disregard the traffic.
2. If your call sign is called, lift the handset (light goes out and the speaker is muted) and prepare to receive traffic. Once traffic has been transmitted/received, a roll call will be made of those stations called. When your station is called, press the push-to-talk button, and state your call sign. Log message and disseminate within your jurisdiction as per local procedures.
3. PWP's will disseminate warning messages to secondary warning points per the statewide fanout. (See Tab 4, "Statewide Warning Fanout")

D. Calls Between Local PWP's

Should a PWP wish to speak to another PWP within the state through NAWAS, they should first request permission through the Washington Primary State Warning Point or Alternate. Once permission is granted, the calling party can then make a voice page. If the voice page is not answered, the State Warning Point may ring for the desired PWP NAWAS terminal.

Call placement between local PWP's should be restricted to the immediate emergency matters of an event that may occur or is ongoing and not used for routine or administrative matters.

IV. Reporting of Trouble

- A. Prior to reporting any trouble to the State Warning Point, perform a "self test" of the telephone instrument, as prescribed in the phone's operating instructions, to determine if instrument is functional.
- B. After "self test" is performed and it appears that a problem exists with the phone or the line, report the trouble as soon as possible to the **State Warning Point** (attention Duty Officer or Telecommunications Coordinator) at **1-800-258-5990**, 24 hours daily.
- C. When reporting trouble, provide the following information.
 - 1. Site contact and telephone number.
 - 2. Trouble location and address.
 - 3. Description of trouble.
- D. The State Warning Point will report trouble to AT&T at 1-800-332-4387 and provide above information.
- E. Extended NAWAS circuit outages (4 hours or more) will be reported to the FAOC at 1-800-792-6196 or over NAWAS.

V. NAWAS Equipment Changes/Moves

Routine questions, and requests for moves or changes should be requested and coordinated through your local Emergency Management director to the state Emergency Management office. If using ACCESS to send a change/move request, the address designator for state Emergency Management is "OLYEM". The State Emergency Management Division office will review and forward requests to FEMA Region X. Allow ninety working days for the FEMA region to issue work orders through channels to complete the equipment move.

In the request, provide the following information:

- A. Current and New/Proposed Locations
 - 1. Complete address including room number
 - 2. Contact person and phone number
- B. Indicate if NAWAS terminal is:
 - 1. Primary
 - 2. Duplicate
 - 3. Extension

DO NOT MOVE NAWAS equipment, to include extension equipment, WITHOUT PRIOR APPROVAL FROM FEMA.

VI. Ownership of NAWAS Equipment

All NAWAS equipment is the property of FEMA. Broken and/or excess equipment should be returned to the State Warning Point, which in turn will return the item(s) to FEMA.